



## Weekly Field Memo – August 13, 2014

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### **Provisional and Emergency License Request Forms**

**Audience:** Superintendents

The Licensing Office has received several outdated forms recently. Please use the following forms when requesting a Provisional or Emergency License for the 2014-2015 school year.

Provisional License Application:

[http://education.vermont.gov/documents/EDU-Provisional\\_License\\_Application\\_Form\\_Step\\_1.pdf](http://education.vermont.gov/documents/EDU-Provisional_License_Application_Form_Step_1.pdf)

Emergency License Application:

[http://education.vermont.gov/documents/EDU-Emergency\\_License\\_Application\\_Form\\_Step\\_1.pdf](http://education.vermont.gov/documents/EDU-Emergency_License_Application_Form_Step_1.pdf)

Applications may be sent as an attachment to: [AOE.ProvisionalandEmergency@state.vt.us](mailto:AOE.ProvisionalandEmergency@state.vt.us).

AOE Contact: General Licensing Information at 802-479-1700 or

[aoe.provisionalandemergency@state.vt.us](mailto:aoe.provisionalandemergency@state.vt.us)

### **FY15 BEST/Act 230 Grant Application Process**

**Audience:** Superintendents, Special Education Administrators, and Curriculum Coordinators

Rebecca Holcombe, Secretary of Education, has designated implementation of evidence-based practices in Vermont's Multi-Tiered System of Supports (VT MTSS) and School Climate as the priority areas for use of FY 15 BEST/Act 230 funds. Vermont Positive Behavior Interventions and Supports (VTPBiS/MTSS-B) is included within this designation. Each Vermont Supervisory Union/Supervisory District is eligible to receive \$6,500 through the application process. Following are links to FY15 BEST/Act 230 Grant Application documents: <http://ow.ly/Aiq9m>

AOE Contact: Sabine Baldwin at [sabine.baldwin@state.vt.us](mailto:sabine.baldwin@state.vt.us) or 802-479-4201

### **Vermont Curriculum Leaders Association (VTCLA): 2014-2015 Meeting Schedule**

**Audience: Superintendents, Curriculum Directors, & Teacher Leaders**

New This Year! VTCLA is excited to announce a partnership with the Vermont Agency of Education to develop and pilot new performance assessments aligned with the Transferable Skills as identified in the new Education Quality Standards. Interested VTCLA members will collaborate with VT-AOE and their partners to work with assessment tasks, providing input and support. Dates and additional information are available at <http://www.vtcla.org/>.

**Contacts:** Pat Fitzsimmons, Common Core Coordinator, at [802-479-1425](tel:802-479-1425) or [pat.fitzsimmons@state.vt.us](mailto:pat.fitzsimmons@state.vt.us) and Sheila Soule, VTCLA Chair, [ssoule@wvsu.org](mailto:ssoule@wvsu.org)

**Reminder: Teacher and Principal Evaluation Surveys****Audience: Superintendents, Principals, and CTE Directors**

The Vermont Agency of Education is required to report information on teacher and principal evaluation practices and results for every public school in Vermont as part of receiving The American Recovery and Reinvestment Act (ARRA) funds. All principals, CTE directors, and superintendents should have received a link to a survey asking for information on teacher and principal evaluation systems. **The survey is due August 29, 2014.** Thank you for supporting us in this data collection.

If you have not received the link to the surveys or for further information contact Mary Beth McNulty at (802) 479-1712 or [marybeth.mcnulty@state.vt.us](mailto:marybeth.mcnulty@state.vt.us)

**Allergy and Concussion Policies****Audience: Vermont School Boards, Principals, Superintendents, and School Nurses**

View the revised Clinical, Preventive and Wellness Resources on the Vermont Department of Health Web page containing the Allergy and Concussion Policies:

<http://healthvermont.gov/local/school/SchoolHealth-ClinicalPreventiveWellness.aspx>. These same documents have been in use since January 2014, following Vermont State Board approval, but are now online. This message has been shared with Vermont physicians, including primary care, family practice, pediatricians, and emergency department physicians. Additionally, these documents *will* become part of the [Standards of Practice: School Health Standards](#) manual. Please forward this information to the appropriate school personnel.

Contact: Sharonlee Trefry MSN, RN, NCSN, State School Nurse Consultant, Vermont Department of Health, 802.863.7348 [sharonlee.trefry@state.vt.us](mailto:sharonlee.trefry@state.vt.us)

**Memo from Secretary Holcombe on Mentoring for New Principals and CTE Directors****Audience: All Administrators**

Providing access to high-quality mentoring for your new principals is not just good practice; it is the law. Under Act 20 of 2011, when a new principal or technical center director is hired, who has not previously served in such capacity, the superintendent must work to ensure that the new principal or technical center director receives mentoring supports during at least the first two years of employment. Read the complete memo from Secretary Holcombe here, including a request to contact the Vermont Principals' Association to confirm your new principals have a mentor:

[http://education.vermont.gov/documents/EDU-Memo\\_2014\\_08\\_07\\_Mentoring.pdf](http://education.vermont.gov/documents/EDU-Memo_2014_08_07_Mentoring.pdf).

**Vermont Higher Education Collaborative - Fall Registration is Now Open****Audience: All**

The VT-HEC Fall Course and Event Schedule is now available and registration has begun. Don't miss your chance to see Art Cernosia's only two speaking dates in Vermont this year, with *Special Education and Law Update* on October 6 and *Legal Update for Vermont School Administrators* on November 10, both at

the Capitol Plaza in Montpelier. Also learn about our new Middle School Endorsement program, with the first course, Adolescent Development, being taught this fall by Susie Girardin. To learn about all of our programs, view the entire Fall Schedule, and to register, go to [www.vthec.org](http://www.vthec.org).  
Contact: Julie Medose, [julie.medose@vthec.org](mailto:julie.medose@vthec.org), 802-498-3350

## **Advisory: State Board of Education Monthly Meeting**

### **Audience: All**

The State Board of Education (SBE) will hold its monthly meeting on Tuesday, August 19, 2014 at the Steak House Restaurant in Berlin. For the complete agenda, go to:

[http://education.vermont.gov/documents/EDU-SBE\\_Agenda\\_14\\_08\\_19.pdf](http://education.vermont.gov/documents/EDU-SBE_Agenda_14_08_19.pdf).

The SBE meets on the third Tuesday of the month. Past meeting schedules and agendas can be found online at: [http://education.vermont.gov/state-board/schedule#schedule\\_agenda](http://education.vermont.gov/state-board/schedule#schedule_agenda).

## **Correction: Save the Date: Governor's Statewide School Safety Conference (November 19, 2014)**

### **Audience: School Administrators, School Threat Assessment & Crisis Team Members**

Secretary Holcombe ([AOE](#)) and Commissioner Flynn ([DPS](#)) are pleased to announce the Governor's Statewide School Safety Conference to be held at the Sheraton Hotel in South Burlington on November 19, 2014. The conference is for public and independent school administrators, school threat assessment & crisis team members, school nurses, counselors and anyone who plays an active role in school crisis planning. This all day conference will include morning and afternoon training sessions designed to facilitate statewide school safety planning. School administrators are strongly encouraged to take a leadership role and attend this conference with their individual school crisis team members.

AOE Contact: Shelley Matz, [shelley.matz@state.vt.us](mailto:shelley.matz@state.vt.us) or 802-479-1768

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This Field Memo is posted weekly by the Vermont Agency of Education (VT-AOE) to better organize our e-communications to the field. There may be times when separate messages from the department will still be sent. In addition, the VT-AOE Weekly Field Memo is [archived](#) on the Agency of Education website.

**Sign up for the weekly field memo here:** [http://education.vermont.gov/new/html/dept/field\\_memo.html](http://education.vermont.gov/new/html/dept/field_memo.html)

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